

**DYMO 6000  
Electronic  
Labelmaker**

**User's Guide**

## Addendum

Please note that the ESC function referred to in this manual can be obtained by pressing  $\overline{\text{ESC}}$   $\boxed{1 !}$  or  $\boxed{\Delta}$  +  $\overline{\text{ESC}}$   $\boxed{1 !}$ .

This product is designed to conform with the following international standards:

EN 60950 IEC 950 UL 1950	Specification for safety of information technology equipment including electrical business equipment
EN 55022	Specification for limits and methods of measurement of radio interference characteristics of information technology equipment.
FCC pt15 J Class B	Federal communications commission radio frequency emissions.

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# DYMO 6000 Electronic Labelmaker

## Introduction

Thank you for choosing the Dymo 6000 Electronic Labelmaker. This machine enables you to create a wide variety of high quality self-adhesive labels in numerous colour combinations.

Facilities are arranged so that simple labels can be created quickly and easily, whilst more advanced features are available using additional key operations.

Tape cassettes are available in Clear, White, Red, Blue, Yellow or Green in widths 6mm ( $\frac{1}{4}$ " ), 12mm ( $\frac{1}{2}$ " ) or 19mm ( $\frac{3}{4}$ " ), with ink ribbon cassettes available in Black, Red or Blue.

Special features of model 6000 Labelmaker include:

- Normal, **bold** or italic text from the standard Helvetica font.
- Text can be arranged horizontally, >  $\phi$   $\leftarrow$   $\rightarrow$   $\dots$   $\cup$   $\infty$   $---$   $\>$ , underlined , outline or within a line box or a mix of these on any label.
- Creation of bar code labels (to a number of bar code standards), with or without accompanying text.
- Power is supplied from internal re-chargeable batteries or from an external AC adaptor (supplied).
- Labels can be up to four lines deep, with automatic re-sizing of the text to fit the width of label selected.
- Text can be ranged to the left, right or centred on the label.
- Automatic label cut-off.
- Labels are tab-cut for easy removal from the backing tape.
- Multiple tab cut labels can be produced, enabling a string of labels to be created for removal and fixing 'off the roll'.
- Auto shut-off facility removes power after one minute to conserve battery power if the machine is standing idle.

# Caring for your Labelmaker

Use only accredited DYMO replacement parts in your 6000 Labelmaker.

DO NOT expose the Labelmaker, AC adaptor or cassettes to:

- strong sunlight
- rain or moisture
- high heat or humidity
- dust.

DO NOT put:

- heavy objects on top of the Labelmaker
- any foreign objects into the cassette compartment
- rubber or vinyl objects on the Labelmaker for a long time, as it may become stained.

DO:

- clean the Labelmaker with a soft, dry or damp cloth; do not use any solvents
- use **only** the special AC adaptor designed for the DYMO 6000 Labelmaker
- disconnect from the AC power supply and remove the cassettes if the Labelmaker is not to be used for a long period of time
- clean the print head and pinch roller regularly — see 'Maintenance', page 36.

# Preparing for use

## Unpacking

Remove the Labelmaker from the packaging carefully; observe any warnings or packaging information. Retain all packaging for possible future use.

## Power Supply

The internal batteries will have been partially charged during manufacture.

**IMPORTANT: For maximum battery life, the internal batteries should be charged for AT LEAST 24 hours before using the machine on battery power for the first time.**

Connect the round plug from the AC adaptor into the power input socket on the Labelmaker (see Fig. 1), then plug the AC adaptor into a convenient wall socket. Switch on at the wall socket and leave it on charge for AT LEAST 24 hours.

**You can use the Labelmaker with power from the AC adaptor during the initial 24-hour charging period.**

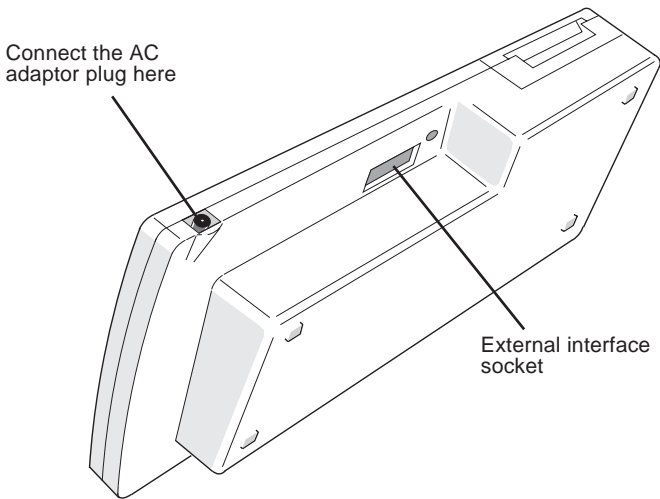


Fig. 1 — Rear/underside view

### **Battery life**

When used away from the AC adaptor, the internal batteries will provide up to four hours of keyboard operation (editing or creating labels) or enough power to print up to two tape cassettes. Any labels stored in the memory will be retained for up to six weeks on a full charge.

### **AC adaptor**

The Labelmaker can be connected to the AC supply, using the AC adaptor, for continuous operation. The AC adaptor will also charge the internal batteries all the time it is connected to the AC supply. If you have been using the Labelmaker from battery power, re-connect it to the AC adaptor after use to ensure that the batteries are always fully charged. Note that the batteries cannot be overcharged.

The external interface socket at the rear of the Labelmaker enables you to plug in a range of optional cartridges.

### **External Interface Socket**

**DO NOT ATTEMPT TO CONNECT ANYTHING OTHER THAN AN APPROVED DYMO CARTRIDGE FOR THE 6000 ELECTRONIC LABELMAKER TO THE EXTERNAL INTERFACE SOCKET.**

## Creating your first label

You will no doubt be anxious to see what your new Labelmaker can do. Before we go on to explore the many advanced features of the DYMO 6000, follow these simple steps to create your first label.

1. Connect the AC adaptor, plug in and switch on at the wall socket.
2. Open the cassette compartment lid and check that both the tape and ink ribbon cassettes are fitted correctly – see Fig. 2.

Ensure tape and ribbon are positioned as shown between print head and pinch roller.

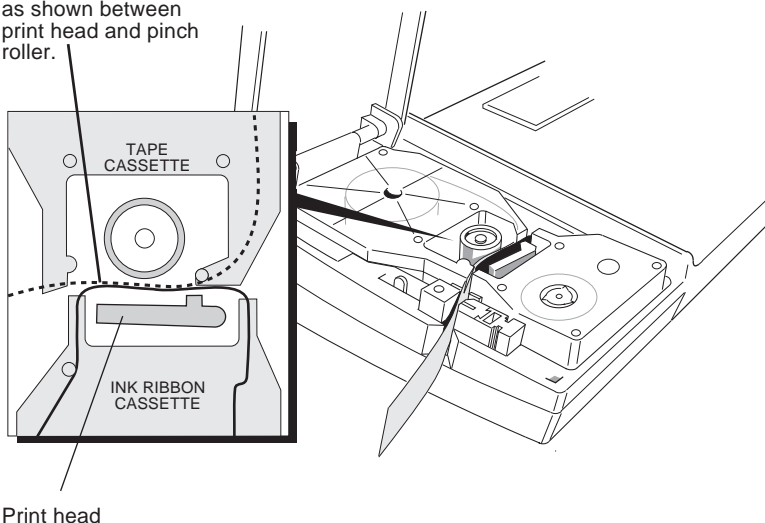





Fig. 2— Correct label tape and ink ribbon paths.



If no cassettes are installed, or you need to change one of them, see 'Changing cassettes', page 28.

3. Close the lid, then press  to switch the power on. The display should look like this:





If not, press and hold down  then press . If shaded bands flash at the top and bottom of the display, press  until the flashing stops. If the display is still not as shown above, see 'Troubleshooting', page 34.

4. Use the keyboard to type in your full name – see Fig. 3. Each character you enter will appear on the LCD display.
  - Press and hold down  for UPPER CASE characters.
  - Press the space bar once for the space between each name.
 If you make a mistake, press  to delete the error, then type in the correction.

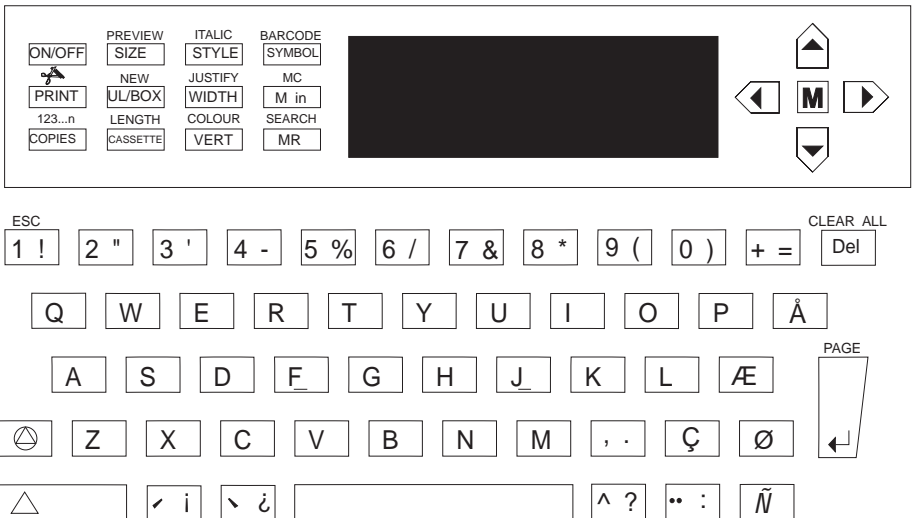



Fig. 3 — The keyboard

5. When you have finished, press . A label will be printed and will emerge from the slot in the left-hand end of the Labelmaker. Wait until the cutter mechanism has cut off the label then remove it from the machine.

You should now have a high quality printed name label — don't waste it! If this is your personal machine, why not fix the label to the underside to identify its owner? You have just found the first of many uses for your DYMO Labelmaker labels.

Now read on....

# Description of keys


**The keyboard** The keyboard is divided into two distinct areas:

## 1. The function keys —




ON/OFF

Switches the power on and off. The Labelmaker will switch off automatically if no keys are pressed after one minute.

The following keys have a dual function. The main function, as printed on the key top, is performed by simply pressing the key. For the secondary function, as printed above the key, press and hold down  followed by the key required.

SIZE


Changes the character height. The height is normally adjusted automatically as you key in the characters (see 'Auto-scaling'). To change the height manually, press this key repeatedly to step through the character sizes available, as shown on the display.

 + PREVIEW SIZE

Shows a view of the whole label on the display.

STYLE


A menu appears from which you can select normal (A), **bold** (A), or outline (A) character styles, as indicated down the right hand side of the display. The whole label will change to your chosen style.

 + ITALIC STYLE

Changes the whole label into italic text (A), as indicated in the bottom right hand corner of the display.

SYMBOL



Selects from a number of symbol characters. The selected symbol is inserted into the label at the cursor position.

 + BARCODE SYMBOL

A menu appears from which you can choose to convert the label into a barcode label.

PRINT

Prints the label, then cuts the label at the end.

 + 

Feeds out approximately 30mm (1 1/8") of label tape, then cuts the tape.

UL/BOX

One press underlines the complete label.

A second press puts a line box around the complete label.

Pressing a third time gives underline and line box.

Press again to cancel and return to normal text.

$\Delta$  + <sup>NEW</sup>UL/BOX

Clears the current label from the display and resets the Labelmaker to normal settings — i.e. auto-scaling, normal text, normal width, left-justified, all function options OFF.

WIDTH

Selects **double**, reduced or normal width characters, as shown on the display. Affects the whole label.

$\Delta$  + <sup>JUSTIFY</sup>WIDTH

The complete label is normally left-justified (L), i.e. each line starts at the left-hand side. Press to step through centred ( J ) right justified ( ) or return to left justified.

M in

Press to store a copy of the current label in the next available memory space. The display will change to show 'M' for one second to confirm — see 'Memory', page 15.

$\Delta$  + <sup>MC</sup>M in

Press  $\Delta$  + <sup>MC</sup>M in to clear a stored label from the memory. Can only be used after using 'MR' or 'SEARCH' functions.

COPIES

Displays a small box enabling you to use ◀ or ▶ to select the number of multiple copies of a label. Press ESC to cancel.

$\Delta$  + <sup>123...n</sup>COPIES

Enables a number label or barcode label to be incremented by 1 on each of up to 100 copies of a label. Press ESC to cancel.

CASSETTE

Press to select the correct label format for the tape cassette installed. If the label format/tape width are incompatible, there will be no response to the PRINT key and the display will flash to show the tape width installed; flashing stops when the correct label format is selected. Note that the layout of the text on the label may be altered.

$\Delta$  + <sup>LENGTH</sup>CASSETTE

Displays the current label length. Press ESC to cancel or use ◀ or ▶ to increase or decrease the label length in 2mm ( $\frac{1}{10}$ " ) steps. Label length can be fixed with the text justified to the left, centre or right of the label (K) displayed), or the text can be scaled to fit the length of the label (|A| displayed) — see page 33.





VERT


Rotates the complete label through 90°, as indicated in the display. Text is printed vertically. Press again to cancel.



$\Delta$  + <sup>COLOUR</sup>VERT

Press to change the print colour of the label at the cursor position.


MR

Press to see all the labels stored in the memory; use  or  cursor keys to scroll through the labels. Use  or  to move the cursor along the text in each label. The cursor moves to the same position in the text as you scroll through the labels.

 + 

Press  +  followed by up to six characters of the label to be searched for. Enables you to search for particular types of labels only, e.g. all labels beginning 'DYMO 6'.


### The key





The  key enables you to mark and edit part of a label only. For example, you can use it to change part of the text to a different style or size.

### Cursor keys

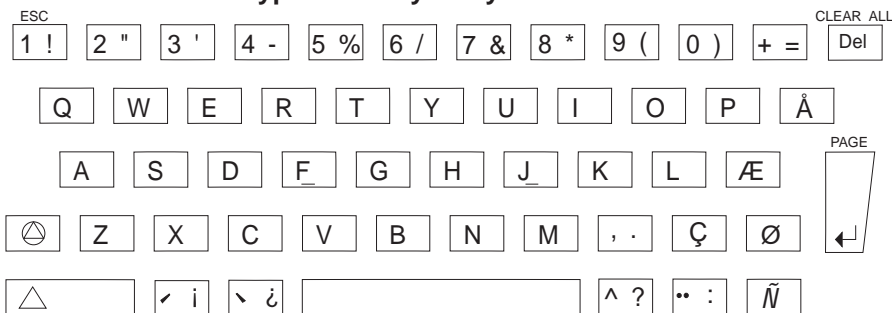


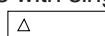
These keys move the text cursor around the text or, in conjunction with certain function keys, select menu options and numerical values.


When editing text on a single-line label, pressing  moves the cursor to the end of the label.

Pressing  +  or  +  moves the cursor to the beginning or end of the line.

## 2. The main typewriter-style keyboard.





The main 'QWERTY' keyboard follows the conventional typewriter-style layout. Keys with single legends (e.g. 'A') function in the normal way, with  + A producing UPPER CASE characters.

On dual legend keys (e.g. '2 " '), the left-most legend ('2') is created as a lower case character. Press  + '2 "' for '" '.

Special function keys are as follows:



If you want all or part of your label in UPPER CASE, press  before you key the characters in (as indicated on the display by 'CAPS'). Press again to cancel; subsequent characters are in lower case. The setting of the  key is maintained if the Labelmaker is turned off and on again.



Press to create a new line of text on a label. The text height will be scaled to fit the space available automatically.

Press  $\Delta$  + PAGE to create a new block of text, to the right of the cursor point. For example:

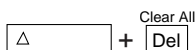
The cat sat on  $\leftarrow$  the mat.  $\Delta$  + PAGE  $\Delta$  NO ENTRY will show on the display as:



A page break will also occur automatically if you enter more than four lines of text, moving the extra text over to a new block to the right of the existing text. Page breaks are shown on the display as a vertical dotted line; these do not appear on the printed label.



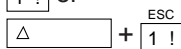
Press to delete the character to the left of the cursor.



Press to clear the complete label from the display. If the label has already been stored in memory, it will be retained unchanged. All function settings, e.g. width, justify, fixed length, etc. are retained.



Press ESC to escape from a selection menu or function which you do not wish to complete.



## International characters

You can create international language characters by combining a letter and a diacritical (accent). The diacriticals available on the keyboard are ` ´ ^ ¨ ` and ~ . To add a diacritical to a character, enter the character first, followed immediately by the diacritical. For example:

Press 'E' followed by '´' to get é.

You can also add a diacritical to an existing character:

- Use  $\leftarrow$  or  $\rightarrow$  to place the cursor to the right of the character to be changed
- Press the appropriate diacritical key.

# Display and indicators

LCD display — see Fig. 4.

The LCD includes a 'WYSIWYG' (What You See Is What You Get) display. This feature enables you to see a representation of the label you have created, before you print it.

The display also shows page break marks and indicator symbols to confirm selections made using the function keys; these features are not printed on the label.



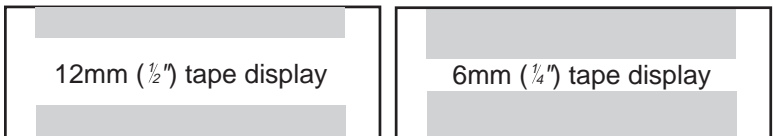
- Justify: L = ranged left, ⊥ = centred, J = ranged right.
- Auto-scaling — see page 23.

Fig. 4 — LCD display

## Tape widths and display formats

The display adjusts the label format according to the width of label tape selected. For 19mm ( $\frac{3}{4}$ " ) tape, the display will be full height.




For 12mm ( $\frac{1}{2}$ " ) and 6mm ( $\frac{1}{4}$ " ) tapes, the display will be reduced by bands of shaded areas at the top and bottom of the display area:



If the label tape installed is of a different width from the label format displayed, the shaded areas of the display will flash on and off to warn you. You can continue to edit the label, but there will be no response to the  key.


Pressing  enables you select the correct label format to match the label tape width installed. Note, however, that the format of your label may be altered when you select a different width.

**Warning symbols** The display includes a number of warning symbols which appear to alert you. These are:




- 'M' Memory full — there is no more room in the memory to store a label. Delete some labels to make room.
-  Cutter failure — there is a problem with the label tape cutter — see 'Troubleshooting', page 34.
-  No tape cassette installed — see page 28.
-  The internal batteries need re-charging — see page 6.

## Memory








The Labelmaker is capable of storing approximately 6,000 characters in its memory, with the ability to store up to approximately 4,000 characters on a single label.

When the Labelmaker is switched off (either manually, using , or automatically if no key has been pressed for one minute), the label currently displayed will be retained in memory and displayed when you switch on again.

### Saving a label to memory

- To save a copy of your current label to memory, press ; the display will change to show  for one second to confirm. If you then change the label, pressing  again will save a separate copy of the latest version of the label to the memory, i.e. both your original label and the changed version will be stored in the memory.

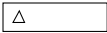

### Recalling a label from memory

- To recall a label from memory, press  and use  or  to scroll through the memory until the label required is displayed. You can use  or  to move the cursor along the text in each label. The cursor moves to the same position in the text as you scroll through the labels.
- Press ESC to cancel  and return to the normal display.
- Press  to place a copy of the selected label in the display at the cursor position. If there is a label already displayed, the copied label will be added to the current label at the cursor position.

Note: The layout of the current label may be adjusted automatically if:

- you insert a label from memory which was created for a different width of label tape
- the label you are inserting has multiple lines of text, colour changes or page breaks.

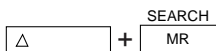
## Removing a label from memory

- Press  +  to remove the selected label from memory.

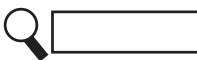
Note: A label can only be deleted after the Memory or Search function has been selected.



## Search



The search facility enables you to search through the memory for labels of similar types, for example all the labels which include 'DYMO 6000'. This facility is useful if you have many labels of different types stored in the memory and will save time in finding the label or labels required.












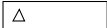
Press  +  — the following appears on the display:



- Enter up to six characters of the label to be searched for, e.g. 'DYMO 6', then press  / .

The Labelmaker will search for and group together all labels which include 'DYMO 6'. Use  or  to search through these labels for the label required.

Note that the search function is not 'case sensitive' – any combination of upper and lower case letters can be used to search for any combination in a label – e.g. 'dymo 6' will find 'DYMO 6' or 'Dymo 6', etc.

- Press  /  to place a copy of the selected label in the display at the cursor position. If there is a label already displayed, the copied label will be added to the current label at the cursor position.
- Pressing  +  and then  /  (without entering any search characters) will cancel the search function. The  and  keys will now scroll through the complete memory, as for the  function.
- Press  + MC to remove the selected label from memory.

Note: A label can only be deleted after the Memory or Search function has been selected.



# Symbols

Pressing **[SYMBOL]** changes the display to show a table containing every character stored in the Labelmaker's internal font memory.

The table includes many special characters and symbols which are not available direct from the keyboard. By moving the cursor around the table, you can select a character and then insert it into your label, as follows:

- Use **[◀]** or **[▶]** to place the cursor at the point in your label you wish to insert a symbol character, e.g:

Fax|284-1826

- Press **[SYMBOL]** to display the character table:

□	!	"	#	\$	%	&
'	(	)	*	+	,	-
/	0	1	2	3	4	5
7	8	9	:	;	<	=
?	@	A	B	C	D	E
G	H	I	J	K	L	M
O	P	Q	R	S	T	U
W	X	Y	Z	[	\	]
a	b	c	d	e	f	g
h	i	j	k	l	m	n
o	p	q	r	s	t	u
v	w	x	y	z	ç	£
β	®	©	™	Æ	∅	±
¥	μ	Ω	æ	ø	¿	¡
œ	÷	X	½	Fr	●	○
★	☛	→	↓	↑	←	-
/		°	"	~	'	`
^	,	â	Å	ä	ë	ï
ö	ÿ	Ä	Ë	Ï	Ö	Ü
ã	ñ	õ	ñ	õ	á	é
í	ó	ú	Á	É	Í	Ó
Ú	à	è	ì	ò	ù	â
ê	î	ô	û	ç	Ç	

Use **[◀]**, **[▶]**, **[▲]** or **[▼]** to move the display window around the table and to place the cursor over the character required, e.g. 'ç'.

- Press **[↵]**; the display will revert to your label, with the selected symbol character in position:

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- Pressing **[SYMBOL]** again will display the table with the cursor on the same symbol, for repeat insertions if required.
- Each further press of **[SYMBOL]** will switch the display between the symbols table and your label.
- If the Labelmaker is turned off and on again, the cursor will be positioned at the ç character, which is the first symbol character in the table.